

## CONVENIENCE STORE

In order to operate a Convenience Store in Lowell you'll need to obtain apply for a Food Permit with the City of Lowell Development Services Division. If you'll be preparing foods at the store (i.e breakfast items and sandwiches) you'll also need to become or hire a certified "Food Safety Manager". In addition to the Servesafe course, you or one of your employees will need take a food allergy awareness training class.

For a list of ServeSafe training courses in your area and class' schedule check here for the MA Food Protection Manager Certification Exam and Trainer's Directory:

<http://www.mass.gov/eohhs/docs/dph/environmental/foodsafety/food-safety-exam-trainers.pdf>

You must contact the City's Sanitary Code Enforcement Inspector to obtain a Food Establishment Permit Application. For more information:

### Department of Planning & Development/ Development Services Division

375 Merrimack St, 2<sup>nd</sup> floor

Lowell, MA 01852

(978) 674-4144

M-F, 8:00 AM -5:00 PM

You Food Permit application must contain the following:

- Floor plan- must include the entire layout of the store. It does not need to be professionally done, but will need to indicate the location of tables and chairs, kitchen/food prep, counter, bathrooms, and front/back/ emergency exit doors.
- Owner's Name and phone number
- Name and address of the establishment
- Name and contact information for the person directly responsible for the Daily Operations of the convenience store
- If you are preparing foods such as breakfast items and sandwiches) you'll need to show that you or one of your employees has become certified as "Food Safety Manager". In addition to the Servesafe course, you or one of your employees will need to take a food allergy awareness training class.
- If this is a current licensed bakery being purchased/ leased, a copy of that establishment's license or the name and license number of the previous owner.
- Anticipated opening date
- Copy of the City's Business Certificate (D/B/A License)- see **Chapter 5** "Registering your Business"
- If this is a change of use and or construction of alterations to the space, you'll need to apply for a Building Permit and a Occupancy Permit- see **Chapter 4** "Permitting & Licensing"
- Payment by Personal check made payable to "The City of Lowell"

You'll also need to fill-out an application for a Dumpster Permit. The size of the dumpster and frequency of trash pick-up with vary depending on the size and volume of your store's operation. Please contact one of the Sanitary Code Enforcement Inspector for a list of companies that provide commercial trash pick-up in the area.

If you will be operating deep fryers/ frialotors in your establishment, then you'll need to properly dispose cooking oils to be recycled. Commercial trash pick-ups often provide cooking oils removal for a small fee. Please contact one of the Sanitary Code Enforcement Inspector for a list of companies that provide cooking oils recycling.

After your food permit application has been reviewed, an inspector will visit your location and will perform a comprehensive inspection to ensure that the standards of the State Sanitary Code have been followed. If violations are present at the site, the Sanitary Code Enforcement Inspector will work with you to address these issues. After passing inspection, your establishment will receive a food permit within a few days.

The food permit will be valid for One (1) year and will be to be renewed on a yearly basis.

There will be a bi-annual inspection to your food establishment to ensure that you continue to abide by the State's Sanitary Code.

If you are planning on selling tobacco products, including any "nicotine delivery" products such as e-cigarettes, e-hookahs and e-cigars, you'll need to obtain a license through the Massachusetts Department of Revenue before applying for a sales permit through the City of Lowell Health Department.

The Massachusetts Department of Revenue's (DOR) new Tobacco Retailer License Application is an online Application that allows new and existing businesses to apply for or renew a Tobacco Retailer License in "Webfile for Business (WFB)", and also gives the taxpayer the option to apply for and pay for the Tobacco Retailer License automatically. Please visit the website at the MA Department of Revenue to find more detailed information on how to apply for a license: <http://www.mass.gov/dor/docs/dor/cigarette/pdfs/apply-online-cig-retailer-inst.pdf>

After obtaining the tobacco retailer license from MA DOR, you'll need to contact the City of Lowell Health Department in order to obtain a permit to sell tobacco products.

The City of Lowell Health Department,

341 Pine Street, Lowell, MA 01851

(978) 674- 4010

M-F, 8:00 AM -5:00 PM

**\*\*All required permits shall be displayed in a conspicuous manner, visible at all times to patrons of the establishment \*\***